DOCUMENT RESUME

ED 022 017 VT 004 799

APPRENTICESHIP AND TRAINING STANDARDS FOR AUTOMOBILE MECHANIC, BODY REPAIRMAN AND PAINTER.
Independent Garage Owners of America, Inc., Chicago, Ill.; Manpower Administration (DOL), Washington, D.C. Bureau of Apprenticeship and Training.
Pub Date 66
Note- 32p.
EDRS Price MF-$0.25 HC-$1.36
Descriptors-*APPRENTICESHIPS, *AUTO BODY REPAIRMEN, *AUTO MECHANICS (OCCUPATION), NATIONAL PROGRAMS, PROGRAM ADMINISTRATION, PROGRAM GUIDES, *STANDARDS, TRADE AND INDUSTRIAL EDUCATION

The national apprenticeship standards developed by the Independent Garage Owners of America provide guidelines for establishing local programs of apprenticeship for automobile mechanics, body and fender mechanics, and painters. The apprenticeship term is specified as 4 years for the automobile mechanics and body nd fender mechanics and 3 years for the automobile painters with 144 hours of related classroom instruction per year. Other standards specify apprenticeship qualifications, apprentice selection, apprenticeship agreements, probationary periods, apprentice wages, apprentice registration, periodic examinations, and certification of program completion. A local apprenticeship and training committee should be established to administer the apprenticeship system in accordance with the national standards. Recommended apprentice work experience schedules, the latest amendments and regulations of the various federal laws affecting apprenticeship, apprenticeship record keeping forms, and directories of regional and state apprenticeship agencies are included. (HC)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

Apprenticeship and Training Standards for AUTOMOBILE MECHANIC, BODY REPAIRMAN and PAINTER

VT004799
ED022017

developed by the Independent Garage Owners of America

1966 Edition

U.S. DEPARTMENT OF LABOR · W. Willard Wirtz, Secretary
MANPOWER ADMINISTRATION Bureau of Apprenticeship and Training

Certificate of Registration

NATIONAL APPRENTICESHIP POLICY
OF THE
INDEPENDENT GARAGE OWNERS OF AMERICA, INCORPORATED

Chicago, Illinois

for the trade classifications of AUTOMOBILE MECHANIC,
AUTOMOBILE-BODY REPAIRMAN, and AUTOMOBILE PAINTER

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

Date July 22, 1964

Registry No. 84165

W. Willard Wirtz
Secretary of Labor

Hugh O. Murphy
Acting *Administrator, Bureau of Apprenticeship and Training*

NATIONAL APPRENTICESHIP POLICY STATEMENT

Independent Garage Owners of America, Inc.

Prepared by the IGOA National Apprenticeship and Technical Training Committee and approved by the Independent Garage Owners of America, Inc., in accordance with the recommended standards of the Bureau of Apprenticeship and Training, in cooperation with the U.S. Department of Labor, Bureau of Apprenticeship and Training.

U. S. DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary

MANPOWER ADMINISTRATION
Bureau of Apprenticeship and Training
Hugh C. Murphy, Administrator

1966
Edition

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON, D.C. 20210

July 22, 1964

Mr. Paul H. Grossman, President
Independent Garage Owners of America, Inc.
36½ North Lewis Avenue
Tulsa, Oklahoma 74110

Dear President Grossman:

It gives me great pleasure to inform you that your Association's National Apprenticeship Policy meets the basic standards and policies of the Bureau of Apprenticeship and Training, U. S. Department of Labor.

You are to be commended for your continued efforts to improve the quality of apprenticeship in the automotive repair industry. I feel certain that local apprenticeship systems patterned after your national policy will bring lasting benefits to all concerned.

The staff of the Bureau of Apprenticeship and Training is available at any time to advise and assist the members of your association in the establishment of new or the revision of existing local systems of apprenticeship in accordance with your national policy. You can also be assured of the continued cooperation and assistance of our Bureau at the national level.

Sincerely yours,

Hugh C. Murphy

Hugh C. Murphy
Acting Administrator

III

MEMBER PERSONALIZED G SERVICE

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

(A NATIONAL TRADE ASSOCIATION)

1408 FISHER BUILDING • 343 SOUTH DEARBORN

CHICAGO, ILLINOIS 60604

TELEPHONE 427-5808
AREA CODE 312

PRESIDENT
PAUL H. GROSSMAN
1358 LINCOLN AVENUE
PASADENA, CALIFORNIA

FIRST VICE-PRESIDENT
W. ATHELL YON
1941 MEETING ST. ROAD
P. O. BOX 6088
CHARLESTON, SOUTH CAROLINA

SECOND VICE-PRESIDENT
HARRY R. WRIGHT
291 YECHWOOD DRIVE, N. W.
ATLANTA, GEORGIA 30313

THIRD VICE-PRESIDENT
FRANK M. STEPANEK
1819 SOUTH PULASKI ROAD
CHICAGO, ILLINOIS 60623

SECRETARY
ROBERT J. STRAUB
2249 EAST 14TH STREET
CLEVELAND, OHIO 44115

TREASURER
W. L. CHASE
2252 NORTH 16TH STREET
OMAHA, NEBRASKA 68110

IMMEDIATE PAST PRESIDENT
CHASE A. FOX
109 - 15TH STREET, NORTH EAST
CEDAR RAPIDS, IOWA

April 30, 1965

Bureau of Apprenticeship and Training
U. S. Department of Labor
Washington, D. C.

Gentlemen:

Our Technical Training Committee and Board of Directors have enthusiastically approved the revised apprenticeship training standards for the training of future automotive mechanics, body repairmen, and painters.

The program, which comprises a manual of procedures for the continuance of sound apprenticeship training, will be distributed to our affiliates in thirty-seven states and one hundred ninety local communities. All members will be urged to install the program in their businesses.

We are privileged to be able to participate in this industry-government cooperative relationship

Sincerely

Paul H. Grossman

PHG:McK

Paul H. Grossman
President

INTRODUCTION

THE OBLIGATION OF THE APPRENTICE TO THE AUTOMOTIVE REPAIR INDUSTRY

No apprentice is free of an obligation to assure his own success.

He is obligated to apply himself diligently in the shop, to do good work and learn his trade.

It is his responsibility to preserve his self respect and maintain the respect of those with whom he works, his employer, and the customer he serves.

He must make every effort to understand the apprenticeship standards and abide by all rules and regulations established by his apprenticeship committee.

He is expected to purchase his own text books and compile a library for his personal use. He is expected to purchase any other items which will become his personal property. He must develop a proper sense of values.

He is expected to submit all reports required by his apprenticeship committee and meet with the committee when instructed to do so.

On his own initiative, he is expected to attend classes and/or complete home study assignments made by his apprenticeship committee or his instructor. His time spent in such study is not considered as hours of work and he receives no pay for time so spent unless he is required to perform such study during his regular hours of work.

This is not easy for the apprentice. Too often, it is not made clear to him. Sometimes this obligation is not given proper consideration by his employer, the journeyman, or the immediate family of the apprentice.

It is well for each of us to remember that "there are not many things more important in this life than helping a young man learn to make a good honest living for himself and his family."

SECTION I

The Basic Training Policy of the Independent Garage Owner

1. To stimulate more interest among Independent Garage Owners in the selection, testing and training of all personnel entering the automotive repair industry.

2. To raise the entrance requirements of young men entering the automotive repair industry and to secure and maintain high standards of conduct and workmanship.
3. To encourage the Independent Garage Owner to accept more of the moral and financial responsibility of industrial training.
4. To establish a permanent means whereby the Independent Garage Owner can work harmoniously with: (a) their present employees, (b) new employees, and (c) governmental and educational institutions, in the development of improved programs of training.
5. To do our just part in the maintenance of a competent national work force in the automotive repair industry which will be capable of competing in our free enterprise system and/or meeting the effects of any national emergency which may arise.

SECTION II

Definitions

1. "Committee" and/or "Employer's Agent" means the Independent Garage Owners Apprenticeship and Training Committee, City and County, State.
2. "Agreement" means the written apprenticeship agreement between the apprentice and the employer, and approved by the committee.
3. "Apprentice" means any person who has signed an agreement to learn the trade in accordance with these standards.
4. "Employer" means any firm or establishment agreeing to employ apprentices in accordance with these standards. The employer may or may not be a member of the association.
5. "Standards" means this entire document, including these definitions.
6. "Supervisor of Apprentices" means the garage owner or the foreman or journeyman appointed by the employer to supervise the training of apprentices on the job.
7. "Registration Agency" means the Bureau of Apprenticeship and Training, U.S. Department of Labor, or the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, if such recognized agency exists in the State.

SECTION III

The Apprenticeship and Training Committee

1. The committee shall be composed of five (5) members who shall be appointed by the President of the _____ Unit, Independent Garage Owners of America, Inc. If the IGO Unit has a bargaining agreement with a local union, the committee shall include equal representation of the union.
2. A quorum must be present to carry on the business of the committee. A quorum shall consist of three (3) members.

3. Regular meetings shall be held on the _____ of each month at _____ P.M., Place _____.
4. This committee shall administer the apprenticeship system in accordance with these standards and their decision in matters of apprenticeship shall be final.
5. In the administration of this apprenticeship system, special attention is called to the specific authority of the committee:

a. To interview, select and indenture all apprentices.
b. To suspend or cancel agreements when necessary.
c. To maintain adequate apprenticeship records.
d. To arrange for all-round experience.
e. Provide for adequate related study.
f. Select instructors for classes.
g. Prepare annual training budget estimates and recommend means of providing adequate finances.
h. Make proper financial accounting of all training funds.
i. Evaluate the training facilities of employers desiring apprentices.
j. Arrange for proper presentation of certificates of completion.
k. Be responsible for proper representation to various apprenticeship functions.
l. Promote good public relations.
m. Plan, recommend and encourage appropriate training for journeymen.

SECTION IV

Order of Business for Regular Meetings

1. Meeting called to order by the chairman.
2. Introduction of guests.
3. Reading of minutes of previous meeting.
4. Examination of applicants.
5. Indenture of apprentices.
6. Examination of periodical advancements.
7. Completion, cancellation or suspension of apprenticeship agreements.
8. Instructor's report.
9. Reading of correspondence.
10. Unfinished business.
11. New business.
12. Adjournment.

SECTION V

Consultants to the Committee

The following may be requested to designate a representative to serve as consultant to the committee:

1. The Bureau of Apprenticeship and Training, U.S. Department of Labor.
2. The local public school authorities responsible for trade and industrial education.
3. The local branch of the State Employment Service.
4. The State Apprenticeship Council (where such recognized State agency exists).

Consultants may be asked to participate, without vote, in conferences on special problems related to apprenticeship which affect the agency or organization they represent.

SECTION VI

Qualifications for Apprenticeship

1. Applicants, to be accepted for apprenticeship, must meet the following requirements:

a. Not less than eighteen (18) years of age and not over twenty-six (26) years of age.

b. High school education or accredited equivalent.

c. All applicants shall submit to the committee a copy of their birth certificate, transcript of school record, their social security number and, when requested, a physical examination report.

d. The committee shall require the applicant to take and pass an aptitude test to warrant consideration of his application.

e. Physically fit for the work of the trade, with due regard to aptitude, attitude, color blindness, and personal characteristics.

f. American citizen; however, possession of "first papers" will temporarily be accepted allowing sufficient time to obtain citizenship papers.

2. Exceptions to the maximum age limit, high school education, and aptitude test may be be made for those who have had previous experience in the trade.

3. To insure that there will be no discrimination on the basis of race, creed, color, national origin, sex or physical handicaps, selection of apprentices under this program shall be made on the basis of qualifications alone in accordance with objective standards which permit review after full and fair opportunity for application or in any other manner in which selection itself demonstrates that there is equality of opportunity for training in this program; and this program shall be operated on a completely non-discriminatory basis.

It is recommended that local program sponsors establish appropriate standards and procedures for selecting apprentices consistent with the requirements of Title 29, CFR, Part 30—Nondiscrimination in Apprenticeship and Training. (See sample selection procedures and rating form pgs. 12–13.)

SECTION VII

Credit for Previous Experience

1. Applicants accepted for apprenticeship who have been employed in the trade as apprentices, or in some other capacity, may be granted advanced standing as apprentices, commensurate with their past experience, after their record has been checked and evaluated by the committee.

2. The committee may require the applicant to take an examination which will cover practical experience and related instruction subjects.

3. An apprentice admitted to advanced standing shall be paid upon entrance the wage rate of the period in which he is placed.

4. An apprentice claiming previous experience at the trade shall be required to furnish the committee substantial evidence of such employment.

a. A letter from the firm or firms where he was employed, on the firm's letterhead, stating the dates of employment and type of work performed.

b. Where an apprentice has been under the supervision of another automotive committee, he shall furnish a record of his previous related instruction subjects and work experience at the trade.

c. All apprentices accepted with previous experience will be subject to Section VIII.

SECTION VIII

Continuity of Employment

Apprentices shall be given continuous employment insofar as possible. In the event of reduction in force, all furloughed apprentices will be given opportunity to return to their apprenticeship before new apprentices are hired.

SECTION IX

Apprenticeship Agreement [1]

1. Each apprentice (and his parent or guardian, if he is a minor) and the employer shall sign an apprenticeship agreement, which agreement shall be approved by the committee and be registered with the registration agency. Copies of the apprenticeship agreement will be sent to and retained by the apprentice, the committee, and the registration agency.

---

[1] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

2. Each apprenticeship agreement shall contain a statement covering the terms and conditions of employment and training; a statement of the trade to be learned; a schedule of the work processes and wage rates; a statement that the apprentice shall attend related, theoretical instruction for the time required by the trade he is learning.
3. Each apprenticeship agreement shall contain a clause that there shall be no liability on the part of the employer or his agent for any injury sustained by the apprentice engaged in related instruction at a time when his employment has been temporarily or permanently terminated.
4. The employer will use every effort to provide reasonable continuous employment for the apprentice.

SECTION X

Probationary Period for Apprentices

1. All apprentices employed under these standards shall serve a probationary period of not less than 500 hours of reasonably continuous employment. During the probationary period, the apprenticeship agreement may be cancelled or terminated by the committee, or the committee may terminate the apprenticeship agreement upon the written recommendation from the employer or the apprentice, without the formality of a hearing.
2. After the probationary period, an apprenticeship agreement shall not be terminated without the opportunity of a hearing of the case by the committee. The employer and the apprentice shall be notified in writing and asked to appear at the hearing of the committee.
3. The registration agency shall be advised of all terminations, suspensions, and completions by the committee.

SECTION XI

Responsibilities of Apprentices

1. The committee shall impress upon each indentured apprentice in signing the apprenticeship agreement he has voluntarily agreed to abide by the provisions of these apprenticeship standards, and assumes the responsibilities and obligations imposed upon him by this apprenticeship system.
2. To perform diligently and faithfully the work of the trade and duties, as assigned by the employer, foreman or journeyman in accordance with the provisions of these standards.
3. To respect the property of the customer, employer, journeyman and others, and abide by the working rules and regulations of the employer and the committee.
4. To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade.

5. To maintain such records of work experience and in related instruction subjects, as may be required by the committee.
6. To develop safe working habits and conduct himself in his work in such a manner as to assure his own safety, as well as that of his fellow-workers.
7. To work for the person to whom assigned.
8. To conduct himself at all times in a creditable, ethical and moral manner, realizing that much time, money and effort are spent in affording him an opportunity to become a competent journeyman.
9. To be neat in appearance at all times.
10. To furnish the required hand tools necessary to perform the work of an apprentice.
11. To meet his obligation for registration fees and tuition.
12. The apprentice must purchase his own textbooks or any other item which will become his own personal property.

SECTION XII

Registration of Standards and Apprentices

The standards of apprenticeship, revisions of the standards, and apprenticeship agreements, including cancellations and suspensions of apprenticeship agreements, shall be registered with the registration agency.

SECTION XIII

Related Instruction for Apprentices

1. An apprentice shall enroll in and attend related, theoretical instruction classes not less than the stipulated number of hours for the trade he is learning. A minimum of 144 hours of related instruction each year of the apprenticeship is normally considered necessary.
2. It is recommended that related instruction shall be limited to apprentices who have executed an apprenticship agreement and are actually employed as indentured apprentices in the trade.
3. Apprentices shall be expected to exercise the same diligence in their related instruction as they do in their work on the job. The determination by the committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in the subjects covered in the related instruction as well as on the job.
4. In cases of failure on the part of any apprentice to fulfill his obligations with respect to related instruction attendance, or deportment, the committee may withhold periodical wage advancement, suspend employment, or his apprenticeship may be terminated.
5. Time spent in related instruction shall not be considered as hours

of work and the apprentice shall not be paid for time so spent [2] unless related study is required during regular hours of work.

6. All excuses for having missed related instruction classes shall be made to the committee in writing.

7. The employer agrees to abide by the decision of the committee when requesting an apprentice be laid off or withhold advancement of the apprentices pay raise.

8. The apprentice will be required to attend additional specialized related instruction or supplemental training as may be required by the committee.

SECTION XIV

Examinations for Apprentices

Before each 1,000-hour period of advancement or at any time that is determined by the committee, the apprentice will be required to appear before the committee with his work progress record. The examination will cover the work of apprentices on the job and related instruction subjects. If an apprentice fails to show in the examination that he is qualified for advancement, he may be required to repeat a specified process or a series of processes; and if he shows that he has not the ability to become a competent craftsman, his apprenticeship agreement may be terminated.

SECTION XV

Apprentice Reports and Advancements

1. Each apprentice shall submit a monthly report of his work experience to his employer or foreman, who shall certify the correctness of the report and evaluate the apprentice's work as being *Excellent, Good, Fair or Poor.*

2. Each apprentice shall submit the monthly report to his instructor, who shall record the apprentice's grade for the period, the number of classes missed by the apprentice, and any appropriate remarks he wishes to make.

(NOTE: Where formal classes are not provided, home study assignments from reliable textbooks should be made by the committee. The apprentice should report the number of hours spent in such study, make appropriate remarks, and be subject to written reports, written or oral examinations.)

3. The apprentice shall submit these reports to the committee as requested.

(NOTE: Some committees require the reports be submitted each month, while others require the apprentice to submit six completed monthly work reports when requesting his periodical advancement.)

---

[2] In Wisconsin, State laws provide that the employer shall pay for the time the apprentice is receiving instruction at his regular hourly rate. It also provides that if the apprenticeship is for a longer period than two years, the total amount of instruction shall not be less than 400 hours.

Independent Garage Owners of America, Inc.

APPRENTICE'S MONTHLY REPORT

_____
(Apprentice's Full Name)

_____ _____ 19____
(Name of Trade) (Month)

Number of Months at Trade_____ Hourly Wage Rate_____ Total Wages Received_____

_____
(Signature of Apprentice)

Apprentice's Progress on Job is:

Excellent_____ Good_____ Fair_____ Poor_____
(Foreman or Employer Must Check One)

_____
(Signature of Foreman or Employer)

RELATIONAL INSTRUCTION

Number of Hours of Home Study_____ Number of Classes Missed_____

Remarks:_____

_____

_____
(Signature of Instructor)

We, the undersigned, certify that this Apprentice's Monthly Report is true and correct.

NOTE: *Alphabetical symbols on reverse side correspond to work performed as listed in the Apprenticeship Standards.*

Days	Hours Worked on Each Class of Work																	Total Hours
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12																		
13																		
14																		
15																		
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		
Total																		

Independent Garage Owners of America, Inc.

APPRENTICE'S IDENTIFICATION CARD

_____
(TRADE)

_____
(NAME OF APPRENTICE)

SOCIAL SECURITY NO._____

APPRENTICE CLASSIFICATION_____ PERIOD

FROM:_____ TO:_____

HOURLY WAGE RATE $_____ AGE_____

ISSUED BY_____
Secretary of Apprenticeship Committee

Instructions to the Apprentice

Daily recordings of work experience are made by the apprentice in accordance with jobs assigned to him.

If on the 16th day of the month an automotive mechanic apprentice was assigned and did work on brakes for 2 hours, transmissions for 5 hours, and rear axle assembly for 1 hour, he would then record on line 16 of the Apprentice's Monthly Report, 2 under B, 5 under D, and 1 under E.

Proper identification of Items B–D–E are given in Supplement A, Recommended Work Experience Schedule, Automotive Mechanic, in the National Standards.

The same method of recording can be used by the body and fender apprecentice, the automotive painter apprentice and other trades as they are added.

Each apprentice should complete every item required on the apprentice's monthly report in a neat and orderly manner, except for those spaces reserved for the foreman or employer, and the instructor of apprentices, if formal classes are provided.

It is important that each apprentice know that this is his official permanent record and that he be instructed to keep it neat and accurate.

Cost of Apprentice Record System

Each apprenticeship committee should purchase a small metal file cabinet for keeping the apprentice's monthly reports.

Index cards on which the name of each apprentice will appear should also be purchased.

As cards are submitted to the committee, they can be permanently and properly filed. In this manner, they are also readily available for forwarding, if the apprentices move to another community or whenever a complete review of the record is necessary.

The cards can be ordered from the National Office of Independent Garage Owners of America, Inc.

Identifications cards are .02c each.

Apprentice's Monthly Reports are .03c each.

The annual cost of these items for one apprentice will be 40c. No committee can long afford to be without some type of apprentice record system.

SECTION XVI

Employer's Participation

1. The Independent Garage Owners of America, Inc., Unit No. –, in approving these standards, will entitle its membership to participate in the training of apprentices under these standards; provided the establishment can meet the minimum requirements established herein.

2. An employer, who is not a member of the association, but desiring to participate in this apprenticeship system, shall address a letter to the committee requesting its approval, and expressing the employer's desire to carry out the intent and purpose of these apprenticeship standards, or sign these standards of apprenticeship.
3. An employer, who is not a member of the association and not contributing to the association, shall pay the same pro rata share of training costs as each employer who is participating in this apprenticeship system.

SECTION XVII

Employer's Responsibility

1. Each employer shall designate a journeyman or foreman to act as the supervisor of apprentices on the job, and he shall be responsible to see that every apprentice has executed an apprenticeship agreement.
2. The supervisor of apprentices on the job shall make certain that apprentices are being given the variety of work experience as specified.
3. The employer or his designated supervisor shall see that the apprentices who are employed on the job attend related instruction classes for a minimum of 144 hours per year, or as otherwise established by the committee.
4. The employer, or his designated supervisor, shall notify the committee when the apprentice is deficient in his work, interest, and attitude.
5. The employer may be required to appear before the committee at intervals to keep the committee informed as to the apprentice's progress, conduct, interest and attitude.
6. The employer will be required to carry out the intent and purpose of these apprenticeship standards.
7. The committee may reject the request for an apprentice from an employer whom the committee finds is not complying with the apprenticeship standards, or paying into the training fund.

SECTION XVIII

Hours of Employment for Apprentices

The work day and work week for the apprentices shall be the same as that for journeymen, and shall be subject to the same conditions. In no case shall overtime or out-of-town work be permitted that will interfere with related instruction. The apprentice shall work under the immediate supervision of the employer, foreman, journeyman or designated supervisor of apprentices, at all times. At no time shall an apprentice be permitted to work overtime without being under the immediate supervision of a journeyman.

SECTION XIX

Certificate of Completion of Apprenticeship

Certificates of Completion of Apprenticeship shall be secured from the appropriate registration agency for presentation to apprentices who satisfactorily complete all of the requirements of the apprenticeship system.

SECTION XX

Adjustment of Differences

The employer and the apprentice shall have the right and privilege of appeal to the local apprenticeship committee in the event of disputes or controversies arising over any provision of the apprenticeship standards which cannot be satisfactorily settled by them. The local committee shall hear all parties and make such adjustments as it may consider necessary. Action taken by the committee shall be final.

SECTION XXI

Modification of Standards

These standards may be modified at any time by the Apprenticeship and Training Committee, but no modifications or changes shall affect apprenticeship agreements in effect without the consent of the apprentice. These standards, any amendment thereto, and each apprenticeship agreement shall be registered with the registration agency.

Selection Procedures

I. Information regarding apprenticeship opportunities shall be publicly disseminated. Local State Employment Service offices and local schools shall be utilized to effect this dissemination.

II. As apprentice openings occur, responding candidates will be recorded and shall be referred to public or private agencies for aptitude testing and grading.

III. Applicants achieving qualifying scores will be interviewed by the employer. This interview shall encompass educational background, attitude towards work and apprenticeship, sense of responsibility, physical condition and other factors.

IV. Qualified applicants will be rated and selected from the results of the interview and the aptitude tests. The highest-rated or most qualified applicant shall be selected for the opening.

V. Records of the selecting process shall be kept for 2 years.

VI. Except in years when no selections are made, each applicant on the qualified list shall be reevaluated and ranked at least once annually, along with all new applicants; and a new list established in descending order of rank attained, following the established selection procedures.

THE (Name of City) LOCAL UNIT

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

Application for Apprenticeship

Name _____ Social Security No_____ Phone _____
Street _____ City _____
Date of birth _____ Married __ Single __ Number of dependents____
High school graduate of _____ When _____
Other schools attended _____
Have you ever been arrested? ____ (If yes) Why? _____
_____
Name, address and phone number of present or last employer _____
_____
If you have had previous experience in the trade ____ When? Where?
_____
_____

If I am accepted for apprenticeship and receive employment, I understand that my responsibilities and employment will be in compliance with the Apprenticeship Standards formulated by the Apprenticeship Committee, which are registered with the United States Department of Labor, Bureau of Apprenticeship and Training, or a recognized State apprenticeship agency. I further understand that I must work diligently to learn my trade, attend classes and/or complete home study assignments with creditable ratings and submit reports as the Apprenticeship Committee directs. I further understand that my continued success in the automotive repair industry is dependent upon the reputation I build for myself.

_____

(Signature of applicant)

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

Applicant Rating Form

Name _____ Social Security No_____ Phone _____
City _____ Street _____ Phone _____
Instructions

Evaluate qualified applicants on each of the characteristics listed, using the following point system:

Excellent_____3 points
Above average_____2 points
Average_____1 point
Below average_____0 points

A score of less than 12 points by two committeemen will disqualify the applicant:

A. Education:

	Points
(1) High school record shows interest and achievement pertinent to the trade	_____
(2) Successfully completed courses or instructions (other than high school) which will be helpful in the trade	_____
B. Experience:	
(1) Miscellaneous part or full time jobs *not related* to the trade	_____
(2) Miscellaneous part or full time jobs *related* to the trade	_____
C. Interview—Impressions of the following qualities:	
(1) Sincere *interest* in learning the trade	_____
(2) Attitude towards hard work and desire to learn	_____
(3) Attitude towards attending classes	_____
(4) Personal characteristics	_____
Total	_____

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

Apprenticeship Policy for Automotive Mechanic (Automotive Repair Shops)

SUPPLEMENT A

(Term of Apprenticeship—4 Years)

1. *Recommended Work Experience Schedules*

Automotive Mechanic	Approximate hours
A. Shop routine New vehicle service, installation of accessories, body service and keeping shop clean and orderly	500
B. Brakes Adjusting, relining, repair hydraulic systems, power operated brakes, air and vacuum brakes	500
C. Chassis Frames, steering units, front systems, shock absorbers, springs, shackles	750
D. Clutch and transmissions Clutches, transmissions, standard and automatic, overdrives and shift controls, power takeoff	1,250
E. Rear axle assembly Differential, universal joints, drive lines, rear axle	750
F. Power Plants Valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning, cooling system	1,500

1. *Recommended Work Experience Schedules*—Continued

Automotive Mechanic	*Approximate hours*
G. Electric System Wire and light system, generator and regulator, motors, starting, windshield wiper, etc., instruments and gauges, ignition and batteries, transmission controls	1,000
H. Motor Analyzing Carburetors, fuel systems, distributors, etc., trouble shooting, fuel injectors, tune-up	1,250
I. Miscellaneous Exhaust systems, welding, auxiliary devices, etc., shop operations, service selling and supervision, review	500
Total	8,000

2. *Recommended Apprentice Wage Schedule*

First 6 months (1,000 hours)	55% of journeyman scale
Second 6 months (1,000 hours)	60% of journeyman scale
Third 6 months (1,000 hours)	65% of journeyman scale
Fourth 6 months (1,000 hours)	70% of journeyman scale
Fifth 6 months (1,000 hours)	75% of journeyman scale
Sixth 6 months (1,000 hours)	80% of journeyman scale
Seventh 6 months (1,000 hours)	85% of journeyman scale
Eighth 6 months (1,000 hours)	90% of journeyman scale
Average percentage	73.1%

3. *Number of Apprentices—Recommended Ratio*

In order to secure maximum production and make adequate provision for the apprentice to learn his trade, it is recommended that the following ratio of apprentices to journeymen be observed:

1 to 3 journeymen—1 apprentice
4 to 6 journeymen—2 apprentices
7 to 9 journeymen—3 apprentices
For larger shops, a continuation of this ratio is suggested.

4. *Recommended Guide Lines*

All of the above is designed as a guide and should be followed as closely as conditions of the shop and the normal flow of work will permit.

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

Apprenticeship Policy for Body and Fender Mechanics

SUPPLEMENT B

(Term of Apprenticeship—4 years)

1. *Recommended Work Experience Schedules*

Body and Fender	Approximate hours
A. Correcting damaged fenders—roughing out; dinging damaged parts; welding and strengthening; filing; soldering; grinding; removing; replacing; and realigning	2,000
B. Refinishing and spotting; rough and wet sanding; feathering out; cleaning; masking; application of primer and surfacer with spray gun; water sanding	500
C. Repairing door panel—removing upholstery, window regulator assembly and glass; removing door lock assembly; roughing out and dinging; packing and filing; replacing upholstery; finishing; rehanging and aligning	2,000
D. Other processes to be learned—body solder application and electric and air solder spray gun; use of pneumatic hammer in metal dinging, shrinking of stretched metal; lining up and hanging sprung doors and hinges; straightening and lining up bumpers, cleaning and polishing various finishes; use and care of spray equipment	1,500
E. Removing, installation, aligning and finishing turret tops; also squaring and aligning complete body assembly and correct installation on frame	2,000
Total	8,000

2. *Recommended Apprentice Wage Schedule*

First 6 months (1,000 hours)—55% of journeyman scale
Second 6 months (1,000 hours)—60% of journeyman scale
Third 6 months (1,000 hours)—65% of journeyman scale
Fourth 6 months (1,000 hours)—70% of journeyman scale
Fifth 6 months (1,000 hours)—75% of journeyman scale
Sixth 6 months (1,000 hours)—80% of journeyman scale
Seventh 6 months (1,000 hours)—85% of journeyman scale
Eighth 6 months (1,000 hours)—90% of journeyman scale
Average percentage—73.1%

3. *Number of Apprentices—Recommended Ratio*

In order to secure maximum production and to make adquate provision for the apprentice to learn his trade, it is recommended that the following ratio of apprentices to journeymen be observed:

1 to 3 journeymen—1 apprentice
4 to 6 journeymen—2 apprentices
7 to 9 journeymen—3 apprentices
For larger shops, a continuation of this ratio is suggested.

4. *Recommended Guide Lines*

All of the above is designed as a guide and should be followed as closely as the conditions of the shop and the normal flow of work will permit.

INDEPENDENT GARAGE OWNERS OF AMERICA, INC.

Apprenticeship Policy for Automotive Painter

SUPPLEMENT C

(Term of Apprenticeship—3 years)

1. *Recommended Work Experience Schedules*

Automotive Painter	Approximate hours
A. Miscellaneous	400
B. Cleaning equipment and metal surfaces to be painted	600
C. Rough sanding of repair or rust spots	500
D. Masking around panels to be painted	500
E. Removing paint	500
F. Sanding intermediate coats	500
G. Rubbing and polishing finish coat (lacquers)	500
H. Adjusting spray gun and spraying intermediate coats	800
I. Adjusting spray gun and spraying finish coat	400
J. Brush touchup	300
K. Spot or patch repairs and mixing paints	1,000
Total	6,000

2. *Recommended Apprentice Wage Schedule*

First 6 months (1,000 hours)—55 percent of journeyman scale
Second 6 months (1,000 hours)—60 percent of journeyman scale
Third 6 months (1,000 hours)—65 percent of journeyman scale
Fourth 6 months (1,000 hours)—70 percent of journeyman scale
Fifth 6 months (1,000 hours)—80 percent of journeyman scale
Sixth 6 months (1,000 hours)—90 percent of journeyman scale
Average percentage 70 percent

3. *Number of Apprentices—Recommended Ratio*

In order to secure maximum production and make adequate provision for the apprentice to learn his trade, it is recommended that the following ratio of apprentices be observed:

1 to 3 journeymen—1 apprentice
4 to 6 journeymen—2 apprentices
7 to 9 journeymen—3 apprentices
For larger shops, a continuation of this ratio is suggested.

4. *Recommended Guide Lines*

All of the above is designed as a guide and should be followed as closely as conditions of the shop and the normal flow of work will permit.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Selective Service Regulations (*Deferment of Apprentices*). State directors of Selective Service are authorized to accept for deferment purposes, apprentice training programs which meet its regulations, upon request of the local program sponsors. The request must be accompanied by a certification from the registration agency that the program has been in operation at least 1 year, and one or more apprentices have been in training during that time in each occupation covered.

After the program has been accepted, the program sponsor and the apprentice may request the local board to defer the apprentice. In the automotive trades, the apprentice for whom deferment is requested must have been engaged in and completed not less than 2,000 hours of training. The decision as to actual deferment rests with the local board, subject to appeal if the request is denied.

Detailed information and necessary forms may be obtained from the nearest field representative of the Bureau of Apprenticeship and Training or State apprenticeship agency.

Wage and Hour Regulations (*Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction*). The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if

the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor; (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or the Bureau of Apprenticeship and Training in States in which no such agency is established.

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

(Front View)

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to employ and train the apprentice in accordance with the terms and conditions of the ..... (Name of Apprenticeship Standards), which are made a part of this agreement; or, in accordance with the terms and conditions stated on the reverse side of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

Trade ..... Term of apprenticeship ..... (Hours or Years)

Credit for previous experience ..... Term remaining .....

Date the apprenticeship begins .....

This agreement may be terminated by either party notifying the other or in accordance with the named apprenticeship standards.

..... (Signature of Apprentice)	..... (Name of Employer—Company)
..... (Address)	..... (Address)
..... (Apprentice's Birth Date)	..... (Signature of Authorized Official)

Approved by ....., Joint Apprenticeship Committee.

Date ..... by ..... (Signature of Chairman or Secretary)

Registered by ..... (Name of Registration Agency)

Date ..... by ..... (Signature of Authorized Official)

Where a State requires the use of its own agreement form, such form may be obtained from the staff of the State Apprenticeship Agency or of the Bureau of Apprenticeship and Training.

TERMS AND CONDITIONS

(Back View)

1. Term of apprenticeship and period of probation:
   (*a*) Total term: ..... calendar years, or ..... hours
   (*b*) Probationary period: ..... months, or ..... hours

2. Schedule of work processes in which the apprentice is to receive adequately supervised instruction and experience, of which a record will be kept and periodically evaluated:

(*a*) List here: Major divisions of the trade and work tasks required under each:	(*b*) List here: Approximate time, in hours, months, or percent of apprenticeship:

3. Wage rate to be paid the apprentice each period of apprenticeship: (Period may be expressed in hours, months, or years; rate may be expressed in money or percent of journeyman's wage)

Periods:	Rates:	Periods:	Rates:	Periods:	Rates:
1st.....	.....	5th.....	.....	9th.....	.....
2d.....	.....	6th.....	.....	10th.....	.....
3d.....	.....	7th.....	.....	11th.....	.....
4th.....	.....	8th.....	.....	12th.....	.....

Journeyman's rate as of..... is ..... {per hour / per week

4. Number of hours per week or per day to be worked by the apprentice:
   (*a*) Hours per week..... (*b*) Hours per day.....

5. Number of hours of related instruction:
   (144 hours per year—4 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school, other organized trade, industrial, or correspondence course of equivalent value may be substituted)
   (*a*) ..... week ..... year (*b*) School or course.....
   (*c*) Apprentice ☐ will ☐ will not be compensated for hours spent in related instruction after regular working hours.

6. Other provisions:
   (*a*) There is reasonable certainty that the job for which the apprentice is being trained will be available to him upon completion of his apprenticeship.
   (*b*) Upon request by the Joint Apprenticeship Committee or employer, a Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the apprenticeship, in accordance with standards covered herein.

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

(Front View)

THIS AGREEMENT, entered into this ..... day of .....
196.. between the parties to .....
(Name of local apprenticeship standards)

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and .....
(Name of apprentice)
, born .....
(Month) (Day) (Year)
, hereinafter referred to as the APPRENTICE, and (if a minor) .....
(Name of parent or guardian)
, hereinafter referred to as his GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said apprentice in the trade of ..... as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work incidental to the said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The Apprenticeship Standards referred to herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience at trade if any ..... { Hours. / Years. } Apprenticeship remaining ..... { Hours. / Years. }
Other conditions .....

In witness whereof the parties hereunto set their hands and seals:

..... [SEAL]
(Apprentice)

..... [SEAL]
(Representative of Joint Apprenticeship Committee)

.....
(Address)

.....
(Title)

..... [SEAL]
(Parent or guardian)

..... [SEAL]
(Representative of Joint Apprenticeship Committee)

.....
(Title)

Registered by the .....
(Name of registration agency)

By ..... Title ..... Date ....., 196..

Available through Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C.

Where a State requires the use of its own agreement form, such form may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

(Back View)

The undersigned agrees to provide employment and training in accordance with standards named herein.

.....
(Employer)

.....
(Address)

.....
(Employer)

.....
(Address)

.....
(Employer)

.....
(Address)

.....
(Employer)

.....
(Address)

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I

(Maine, N.H., Vt., Mass., R. I., Conn.)
John F. Kennedy Federal Bldg.,
Government Center,
Boston, Mass. 02203

REGION II

(N.Y., N.J., P.R., V.I.)
Room 906, 341 Ninth Ave.,
New York, N.Y. 10001

REGION III

(Pa., Del., Va., Md., W. Va., N.C.)
Room 321,
Professional Arts Bldg.,
Chambersburg, Pa. 17201

REGION IV

(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Bldg.,
17th and Peachtree St., NE.,
Atlanta, Ga. 30309

REGION V

(Ohio, Mich., Ky.)
Room 948, Engineers' Bldg.,
1365 Ontario St.,
Cleveland, Ohio 44114

REGION VI

(Ill., Ind., Minn., Wis.)
Room 858,
219 So. Dearborn St.,
Chicago, Ill. 60604

REGION VII

(N. Dak., S. Dak., Iowa., Kans., Mo., Nebr.)
Room 2811, Federal Office Bldg.,
911 Walnut St.,
Kansas City, Mo. 64106

REGION VIII

(La., Tex., N. Mex., Okla., Ark.)
Room 312, 411 N. Akard St.,
Dallas, Tex. 75201

REGION IX

(Utah, Wyo., Colo., Mont.)
Room 832, Equitable Bldg.,
730 17th St.,
Denver, Colo. 80202

REGION X

(Ariz., Nev., Hawaii, Calif.)
450 Golden Gate Avenue,
Room 10451,
P.O. Box 36017,
San Francisco, Calif. 94102

REGION XI

(Alaska, Idaho, Wash., Oreg.)
Room 1809, Smith Tower,
506 Second Ave.,
Seattle, Wash. 98104

STATE APPRENTICESHIP AGENCIES

(Including the District of Columbia, Puerto Rico, and the Virgin Islands)

ArizonaApprenticeship Council,
1623–B West Adams,
Phoenix, Ariz. 85007

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif. 94102

Colorado Apprenticeship Council,
% Industrial Commission,
Denver, Colo. 80203

Apprentice Training Division,
Labor Department,
Wethersfield, Conn. 06109

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del. 19801

District of Columbia Apprenticeship Council,
1145 19th St., N.W.,
Washington, D.C. 20036

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla. 32304

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii 96813

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans. 66603*

Kentucky State Apprenticeship Council,
Department of Labor,
Frankfort, Ky. 40601

Division of Apprenticeship,
Department of Labor,
Baton Rouge, La. 70804

Maine Apprenticeship Council,
Department of Labor and Industry,
State Office Bldg.,
Augusta, Maine 04330

Maryland Apprenticeship and Training Council,
Department of Labor and Industry,
Baltimore, Md. 21201

Division of Apprentice Training,
Department of Labor and Industries,
Boston, Mass. 02202

Division of Voluntary Apprenticeship,
Department of Labor and Industry,
St. Paul, Minn. 55101

Montana Apprenticeship Council,
Department of Labor and Industry,
Helena, Mont. 59601

Nevada Apprenticeship Council,
Department of Labor,
Carson City, Nev. 89701

New Hampshire Apprenticeship Council
Department of Labor,
Concord, N.H. 03301

New Mexico Apprenticeship Council,
Labor and Industrial Commission,
Albuquerque, N. Mex. 87101

Bureau of Apprentice Training,
Department of Labor,
Albany, N.Y. 12226

Division of Apprenticeship Training,
Department of Labor,
Raleigh, N.C. 27602

Ohio State Apprenticeship Council,
Department of Industrial Relations,
Columbus, Ohio 43215

Oregon Apprenticeship Council,
Bureau of Labor,
Portland, Oreg. 97201

Pennsylvania Apprenticeship and Training Council,
Department of Labor and Industry,
Harrisburg, Pa., 17120

*All agencies, with the exception of Kansas and Rhode Island, operate under apprenticeship and/or training laws enacted by the legislature. Agencies in Kansas and Rhode Island function under executive order of the governor.

Apprenticeship Division,
Department of Labor,
San Juan, P.R. 00908

Rhode Island Apprenticeship Council,
Department of Labor,
Providence, R.I. 02903*

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah 84111

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt. 05601

Division of Apprentice Training,
Department of Labor and Industry,
Richmond, Va. 23214

Washington Apprenticeship Council,
Department of Labor and Industries,
Olympia, Wash. 98501

Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis. 53203

Virgin Islands Apprenticeship Council,
Department of Agriculture and Labor,
Christiansted, St. Croix, V.I. 00820

*All agencies, with the exception of Kansas and Rhode Island, operate under apprenticeship and/or training laws enacted by the legislature. Agencies in Kansas and Rhode Island function under executive order of the governor.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1966 O—221-676